

Data Entry Clerk

£16,382.14 - £16,709.82 per year

41 weeks per year, school term time plus 3 weeks

A great opportunity for flexible working

We are committed to your professional development and offer time off for fully funded finance qualifications

Are you ready to apply your skills to a unique opportunity?

We are seeking to appoint a Data Entry Clerk to support our purchase ledger team. You will be responsible for processing orders and invoices across Bright Futures Educational Trust where you will be fully supported by an experienced and successful team, within which there will be opportunities for further development.

We are looking for a Data Entry Clerk who is...

- an effective communicator and problem solver
- efficient and exceptionally well organised
- self-motivated and ambitious with a determination to succeed
- a team player with a willingness to be flexible in approach

Think this could be you?

We offer a great place to work and we are an organisation which really lives its values of community, integrity and passion.

You will find full details of the post and Bright Futures in the comprehensive information pack on our website: <http://bfet.co.uk/vacancies/>.

The link to the application form can also be found here: [Data Entry Clerk Application Form](#)

How to apply for the post is also contained in this pack and the closing date is 12pm (midday) on Friday 3rd December 2021. Selection will take place on Tuesday 7th December 2021.

Bright Futures Educational Trust is committed to safeguarding and promoting the welfare of children and young people and we expect all staff and volunteers to share this commitment. This post is exempt from the Rehabilitation of Offenders Act 1974; pre-employment checks will be carried out and references will be sought for shortlisted candidates and successful candidates will be subject to an enhanced DBS check and other relevant checks with statutory bodies.